

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Position Classification Plan
Section No.: 23

Effective Date: 03/18/02
Supersedes Policy: 12/1/99

I. PURPOSE

It is the objective of the Board of Supervisors that the County establish, maintain and administer a plan that provides for the classification of positions.

II. SCOPE

This policy applies to all full-time permanent and part-time permanent positions and employees.

III. DEFINITIONS

A. Class

Class is defined as a group of job positions which are sufficiently alike in general duties and responsibilities to warrant the:

1. same descriptive title;
2. same level of education, experience, knowledge, skills, abilities and other qualifications that may be required of incumbents;
3. similar tests of fitness; and
4. same pay ranges.

B. Class Specification

Class specification is defined as a written description of a class consisting of a class title, definition of work, typical tasks, knowledge, skills, abilities and the minimum qualifications for the class.

C. Class Title

Class title is defined as the official title of a position.

D. Classification

Classification is defined as the grouping of positions according to responsibilities and duties performed; education, knowledge, experience and ability requirements; tests of fitness; and ranges of pay.

E. Pay Grade

Pay grade is defined as the numerical designation of the pay range assigned to a class of positions.

F. Position Classification Plan

Position Classification Plan is defined as Fauquier County's official/approved system of grouping positions into appropriate classes.

G. Reclassification

Reclassification is defined as a substantial change in a position's duties and responsibilities resulting in an increase or decrease in job content sufficient enough to cause a change in classification and pay grade.

H. Series

Series is defined as all job classes involving the same nature of work, but differing levels of difficulty and responsibility.

IV. **PROCEDURES**

A. Position Classification Plan

1. The Position Classification Plan shall be established, maintained and administered by the Human Resources Department in conjunction with a contracted consulting firm.
2. All permanent positions in the County shall be included in the Position Classification Plan.

B. Position Classification Plan – Components

1. Class Title

Official position class titles shall be used in all Human Resources and administrative processes. Department Heads/Constitutional Officers may assign "informal" titles to positions.

2. Class Specifications

- a. Class specifications shall be considered descriptive rather than restrictive and shall be used to indicate the kinds of positions that should be allocated to the respective classes. Class specifications shall not prescribe the duties or responsibilities of any position nor modify the authority of a Department Head/Constitutional Officer or supervisor to assign duties and/or direct, control or evaluate the work of employees.
- b. Class specifications shall contain the following information:
 - a. position title;
 - b. general definition of work;
 - c. list of typical tasks;
 - d. necessary knowledge, skills and abilities;
 - e. education and experience requirements;
 - f. special qualifications; and
 - g. Americans with Disabilities Act data.

3. Pay Grade

Each job class shall be assigned a pay grade that is developed based on external market analysis and internal equity relating to the Position Pay Plan.

C. Classification Of New Positions

- 1. A Department Head/Constitutional Officer shall notify the Human Resources Director, or designee, via written request upon the need to establish a new position.
- 2. The Human Resources Director, or designee, shall review the request and forward to the County Administrator, or designee, if appropriate.
- 3. Upon approval by the County Administrator/designee, the Human Resource Director/designee shall initiate the appropriate documentation to begin the position classification process. This documentation shall be forward to the contracted consulting firm to provide the appropriate classification and compensation analysis.
- 4. Once the consulting firm has developed a new position classification, the new position and grade may be established by the County Administrator for a one-year period. In order for the position to become permanent, the Board of Supervisors must formally approve it within one year after the

temporary establishment. This action shall normally be concurrent with the adoption of the annual operating budget.

D. Reclassification Of Vacant Positions

1. On occasion a Department Head/Constitutional Officer may make significant changes in a vacant position during the fiscal year, which could not have been anticipated at the time the proposed budget was adopted. When this occurs, the Department Head/Constitutional Officer shall follow the same procedure as outlined in section C. above in order to ensure that the position is appropriately classified prior to recruitment.
2. Only vacant positions may be reclassified outside of the annual budget process.

E. Reclassification Of Filled Positions

1. Budget Considerations
 - a. Reclassifications should occur within the context of developing annual budgets. Prior to the annual budget process, each Department Head/Constitutional Officer shall internally review all positions to determine the extent of any changes in the past fiscal year and project changes during the current fiscal year.
 - b. In the event that a Department Head/Constitutional Officer believes that the duties and responsibilities of a position have changed or will change under the proposed budget sufficient to justify position reclassification, the reclassification should be reviewed within the budget process.
2. A Department Head/Constitutional Officer shall notify the Human Resources Director, or designee, via written request upon the need to reclassify a position.
3. The Human Resources Director, or designee, shall review the request and forward to the County Administrator, or designee, if appropriate.
4. Upon approval by the County Administrator/designee, the process outlined in sections C.3. and C.4. shall apply.
5. The Human Resources Director may, before effecting any reclassification change, require evidence that the position incumbent possesses the qualifications to perform the duties of the reclassified position.

F. Salary Adjustments As A Result Of Reclassification

An employee shall not receive more than one salary adjustment as a result of a position reclassification within a twelve-month period.

1. Upgrades

- a. An employee whose position is reclassified to a higher grade shall receive a 2.5 percent increase in pay per grade, with a maximum of a 10 percent increase, or the beginning pay of the new salary range, whichever is greater.

Grade Increase	Salary Increase Percentage
1	2.5
2	5.0
3	7.5
4 or more	10.

- b. All positions reclassified by more than three (3) grades where the new grade is thirty-six (36) or above shall require external advertisement unless the County Administrator waives such advertisement.
- c. If an employee is separated from employment as a result of a recruitment process as described in section b. above, Reduction in Force (RIF) procedures and benefits shall apply.

2. Downgrades

- a. An employee whose position is reclassified to a lower grade shall retain his/her current rate of pay if it falls within the salary range of the new position.
- b. An employee whose position is reclassified to a lower grade and whose salary is above the range of the new position shall retain his/her current rate of pay for a period of not more than six (6) months. At the end of the six (6) month period, the employee's salary shall be adjusted to the end of the range of the new position.

3. Transfers

An employee whose position is reclassified to a new position in the same pay grade shall retain his/her current rate of pay.

G. Annual and System-Wide Classification Reviews

1. On an annual basis, the Human Resources Director, in conjunction with the County Administrator, may select some positions for review and possible reclassification by the classification consulting firm so that all positions are studied within a five to six year period.
2. Employees in job positions recommended for a significant shift in classification during this process shall not be required to compete for their jobs in a recruitment and selection process.

H. Appeal Of A Position Classification Or Reclassification

A Department Head/Constitutional Officer may appeal a position classification or reclassification, as recommended by the consulting firm. In order to appeal, the Department Head/Constitutional Officer shall contact the Human Resources Director and request an administrative review of the position classification by the County Administrator prior to submission to the Board of Supervisors.